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Notification of Appointment or Proposal of Appointment

Advertised process

Superintendent (FB-05)

2019-IA-PAC-FB 05-375

Canada Border Services Agency - Pacific Region
Richmond (British Columbia)

Appointment of: Raymond Louie, Manjit Pooni, Tim Duffy, Balminder Meldrum, Jaylem Dusanj, Sanjit Dhillon, Jennifer Urata, Satvir Chahal, Natasha Lee, Manvir Moore
Promotional appointment

Date of notification: 2020-02-27

Complaint period closing date: 2020-03-13

You may file a complaint if you are within the following area of selection and participated in the advertised process

Employees of the Canada Border Services Agency occupying a position in the Pacific Region AND employees of the Canada Border Services Agency on assignment to the Pacific Region.

The grounds for complaint are as follows

- Abuse of authority in the application of merit
- Abuse of authority in the choice of process (advertised or non-advertised)
- Failure to assess the complainant in the official language of his/her choice

How you can file a complaint

A complaint must be received by the Federal Public Sector Labour Relations and Employment Board (FPSLREB) online or in writing no later than 15 days after the Notification of Appointment or Proposal of Appointment has been issued. Please refer to the FPSLREB Web site at www.pslreb-crtefp.gc.ca to access a complaint form and consult the Procedural Guide, the *Public Service Employment Act* and the *Public Service Staffing Complaints Regulations*.

You can also contact the FPSLREB at director.directeur@pslreb-crtefp.gc.ca, 613-949-6516 or 1-866-637-4491 for more detailed information.

Contact information

John Linde, Director, Vancouver International Airport District

John.Linde@cbsa-asfc.gc.ca

Date modified:

2020-08-25



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Reference number: BSF19J-020042-000160

Selection process number: 2019-IA-PAC-FB_05-375

Canada Border Services Agency - Pacific Region
Various locations
FB-05

Acting, Assignment, Deployment, Indeterminate
\$81,871 to \$94,232

Interested candidates may want to consult "The Employee's Guide to the Assessment Process" page on Atlas for useful information to help you prepare for this selection process. http://atlas/hrb-dgrh/pbs-psa/crd-srm/assessment_evaluation_eng.asp

Closing date: 12 September 2019 - 23:59, Pacific Time

Who can apply: Employees of the Canada Border Services Agency occupying a position in the Pacific Region AND employees of the Canada Border Services Agency on assignment to the Pacific Region. Eligible veterans and CAF (Canadian Armed Forces) members may apply. ([Information on mobility for veterans and CAF \(Canadian Armed Forces\) members](#))

Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

Assessment accommodation

PLEASE NOTE, WE WILL ONLY ACCEPT ON-LINE APPLICATIONS RECEIVED VIA THE "GC JOBS" SITE. Persons with disabilities preventing them from applying on-line are asked to contact 1-800-645-5605.

You may be required to provide proof of your education credentials anytime during the assessment process. Candidates who are unable to provide proof as requested may be eliminated from the process. Also note, if the name on your education credentials does not match the name on your current photo identification, you will need to provide proof of your name change.

Education obtained outside of Canada must be evaluated. Please contact the International Credential Evaluation Services as soon as possible to initiate the evaluation process (<http://www.cicic.ca>).

Intent of the process

Anticipatory. A qualified group of candidates may be identified and may be used to staff future vacancies within the area of selection. Once established, the qualified pool will be valid for a period of one year and may be extended.

Candidates referred for acting or assignment opportunities will remain in the pool to be considered for permanent opportunities. Once an indeterminate appointment or a deployment is made, the appointee is removed from the pool.

Positions to be filled: Number to be determined

Information you must provide

A covering letter in 2,000 words (maximum)

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

EDUCATION:

- A secondary school diploma or *employer-approved alternatives.

* The employer-approved alternatives to a secondary school diploma are:

- i. A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; OR
- ii. An acceptable combination of education, training and/or experience.

Degree equivalency

EXPERIENCE:

(Candidates must demonstrate how they meet each essential experience factors with clear and specific examples (such as job accomplishments, projects and/or activities related to the qualifications being addressed) and the timeframe when these were achieved. Failure to provide this information WILL result in your application being eliminated from further consideration.

Candidates will not be screened in by virtue of occupying a particular position whose work description meets the experience criteria.)

EX1(a). Recent and significant (Note 1) operational experience interpreting, administering, enforcing and applying legislation, acts or regulatory policy relating to the Canada Border Services Agency (CBSA);

OR

(b) Recent and significant (Note 1) experience in providing technical advice and critical input/analysis related to the international movement of persons or goods and CBSA program initiatives.

EX2. Experience demonstrating leadership (Notes 2,3).

Note:

1 - Recent and significant experience being sought would normally be gained over a continuous period of approximately 4 years within the last 7 years. The experience would normally be associated with the complexity, depth and breadth of duties performed at an Officer level and on a regular basis. Officer is defined as: Border Services Officer; Border Services Instructor; Investigator;

Intelligence Officer; Intelligence Analyst; Inland Enforcement Officer; Hearings Advisor; Hearings Officer; Regional Program Officer and/or Senior Officer Trade Compliance. Experience acquired as an instructor in delivering of border services training in a learning environment will be considered equivalent to years of experience acquired in the operational environment. Experience acquired as a Student or CBSA officer Trainee will not be considered for this selection process.

2 - Leadership experience acquired outside of the work environment will be accepted.

3 - Leadership experience can include, but not limited to: Acting experience; Leading a project or initiative; Experience in coaching and mentoring to enhance the growth and development of staff; Taking the lead on a significant or critical incident; Lending assistance/showing willingness to help without being asked.

The following will be applied / assessed at a later date (essential for the job)

Various language requirements

- English Essential
- Bilingual Imperative BBB/BBB
- Bilingual Imperative CBC/CBC
- Bilingual Imperative CCC/CCC

Information on language requirements

KNOWLEDGE:

1. Knowledge of CBSA mandate, business and related legislations and/or policies.
2. Knowledge of the governing authorities related to the management of human and financial resources.

ABILITIES & SKILLS:

1. Ability to communicate orally.
2. Ability to communicate in writing.

PERSONAL SUITABILITY:

1. Create Vision and Strategy
2. Mobilize People

3. Uphold Integrity and Respect
4. Collaborate with Partners and Stakeholders
5. Promote Innovation and Guide Changes
6. Achieve Results

The following may be applied / assessed at a later date (may be needed for the job)

ASSET QUALIFICATIONS:

1. Experience in working more than one CBSA port of entry operational mode, such as Air, Highway and/or Commercial.
2. Experience in coaching and mentoring to enhance the growth and development of staff.
3. Depth and breadth of work experience related to the position.

ORGANIZATIONAL NEEDS:

- To address under-representation of Employment Equity groups, preference MAY be given to qualified individuals of an Employment Equity designated group (women, aboriginal persons, persons with a disability, or members of a visible minority group).
- Availability of candidates currently living in the city where the position is located.

OPERATIONAL REQUIREMENTS:

- Willingness and ability to be available after hours on a stand-by or call-back basis.
- Willingness and ability to carry an Agency issued mobile communication device, such as a blackberry or a cellular phone.

Conditions of employment

- Obtain and maintain a Secret security clearance.
- Obtain and maintain Restricted Access as required for the position.
- Successful completion of the Canadian Firearms Safety Course (CFSC) and the Canadian Restricted Firearms Safety Course (CRFSC) and pass the tests.
- Possess and maintain a valid Standard First Aid Certificate from a qualified provider approved by any province or territory in Canada, and as defined in Part XVI of the Canada Occupational Health and Safety Regulations.

- Undergo a medical examination for isolated posts.
- Possess and maintain a valid unrestricted driver's license.
- Obtain a re-certification in Control & Defensive Tactics as per CBSA guidelines.
- Meet and maintain a physical standard required to perform enforcement duties at the CBSA and provided by Health Canada.
- Willingness to accept deployments or a series of work assignments within the District or Region.
- The duties of a Superintendent will require you to carry a firearm. As such, you agree to qualify and re-certify in its use and maintenance as well as other restricted and prohibited weapons. You also agree to meet and maintain any medical, behavioural and psychological requirements (including the vision and hearing standards required to carry a duty firearm), as prescribed and required by the CBSA.
- Work various shifts on rotation, weekends as well as statutory holidays.
- Wear and maintain a uniform and required protective clothing and job-related equipment such as Oleoresin Capsicum (OC) spray and a baton as per CBSA standards.
- Work overtime as required.
- Willingness to operate a government vehicle.
- Travel as required.
- Carry, use and maintain Canada Border Services Agency (CBSA) issued defensive equipment, in accordance with the CBSA's policies and directives.

Other information

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

Information on employment equity

Interested persons who had previously qualified in the national collective process 2018-IA-OPS-FB_05-192 must apply to this process in order to be considered.

You will be required to show how you demonstrate the essential qualifications (i.e. Education and Experience). It is NOT sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities.

If you do not fully complete the screening questions as instructed, you will be screened out.

Written communication may be assessed throughout the application, screening questionnaire and other method(s).

Reference checks may be sought.

An interview may be administered.

A test may be administered.

A situational exercise may be administered.

An assignment, secondment, or acting appointment requires approval of your supervisor.

A random and/or top down selection of candidates may be used in the determination of those to be given further consideration in the assessment process.

LEAVE/ABSENCES DURING THIS SELECTION PROCESS: It is the responsibility of the candidate to notify the Departmental contact of any pre-approved leave throughout the duration of the process in order to facilitate scheduling of evaluations. One (1) alternate date will be possible only if requested for the following reasons:

- i) Medical reasons with doctor's certificate;
- ii) Death in your immediate family;
- iii) Confirmation of pre-approved travel plans or training plans (made before the advertisement posting date);
- iv) Religious reasons; or
- v) Participation in an assessment for another selection process.

Pursuant to the National Joint Council's Isolated Posts and Government Housing Directive, you may be entitled to an Environment Allowance, a Living Cost Differential and a Fuel and Utilities Differential based on the location to which you are posted. For more information on these allowances, please refer to the NJC website at: <http://www.njc-cnm.gc.ca/directive/d4/en>.

Please provide a valid e-mail address as correspondence will be sent via e-mail whenever possible. It is the responsibility of the candidate to ensure accurate contact information is provided and updated as required.

Please identify clearly your substantive group and level and your employment status on your resume and/or application form.

Persons are entitled to participate in the appointment process in the official language of their choice. Applicants are asked to indicate their preferred official language in their application.

Acknowledgment of receipt of applications will not be sent. We will contact candidates when the screening process is completed.

We thank all those who apply.

Contact information

Robert Carmichael - Chief of Operations (VIA)

Robert.Carmichael@cbsa-asfc.gc.ca

Date modified:

2020-08-25